

CROW WING COUNTY DISTRICT COURT LIMITED ENGLISH PROFICIENCY (LEP) PLAN

I. LEGAL BASIS AND PURPOSE

This document serves as the plan for Crow Wing County District Court to provide services to LEP individuals in compliance with Title VI of the Civil Rights Act of 1964; 45 C.F.R. § 80 et seq; and 28 C.F.R. § 42 et seq. The purpose of this plan is to provide a framework for the provision of timely and reasonable language assistance to LEP persons who come in contact with Crow Wing County District Court.

This LEP Plan was developed to ensure equal access to court services for persons with limited English proficiency and hearing impaired persons. Although deaf and hard of hearing individuals are covered under the Americans with Disabilities Act (ADA) rather than Title VI of the Civil Rights Act, they have been included in this plan insofar as they relate to the Minnesota Judicial Branch Court Interpreter Program.

II. NEEDS ASSESSMENT

A. Statewide

The State of Minnesota provides court services to a wide range of persons, including people who do not speak English or who are hearing impaired. Service providers include the Minnesota Supreme Court, the Court of Appeals and trial courts in the ten judicial districts.

According to the Minnesota Court Interpreter Program, which tracks court interpreter usage, the most widely used languages for interpreters in Minnesota courts in 2004 were (in descending order of frequency):

1. Spanish
2. Somali
3. Hmong
4. American Sign Language
5. Vietnamese

B. Crow Wing County District Court

Crow Wing County District Court will make every effort to provide service to all LEP persons. However, the following list shows the foreign languages that are most frequently used in the area.

- American Sign Language
- Spanish
- Chinese

This information is based on data from the Minnesota Court Interpreter Program.

III. LANGUAGE ASSISTANCE RESOURCES

A. Interpreters Used In the Courtroom

By Minnesota statute, it is “the policy of this State that the constitutional rights of persons handicapped in communication cannot be fully protected unless qualified interpreters are available to assist them in legal proceedings.” Minn. Stat. § 611.30 (2004). A person “handicapped in communication” is one who, because of difficulty in speaking or comprehending the English language, is unable to fully understand the proceedings in which the person is required to participate, or when named as a party to a legal proceeding, is unable by reason of the deficiency to obtain due process of law. Minn. Stat. §§546.42, 611.31, 358.02 (2004).

In the Crow Wing County County District Court, sign language interpreters will be provided at court expense for all deaf court customers in compliance with the Americans with Disabilities Act. Spoken language interpreters will be provided at no cost to the court customers who are “handicapped in communication” under the following circumstances:

- Interpreters will be provided at no cost for litigants and witnesses in criminal hearings;
- Interpreters will be provided at no cost for litigants and witnesses in juvenile hearings;
- Interpreters will be provided at no cost for litigants and witnesses in child support hearings;
- Interpreters will be provided at no cost for jurors ; and
- The payment for spoken language interpreters for litigants and witnesses in civil hearings will be determined at the discretion of the officiating judge.

Alternatively, Minnesota Statutes Section 611.33, subd. 3 requires that “[p]ayments for any activieis requiring interpreter services on behalf of law enforcement, the board of public defense, prosecutors, or corrections agents other than court appearances is the responsibility of the agency that requested the services.”

1. Determining the Need for an Interpreter in the Courtroom

There are various ways that the Crow Wing County District Court will determine whether an LEP court customer needs an interpreter for a court hearing. First, the LEP person may request an interpreter. The Crow Wing County District Court displays a sign translated into Minnesota’s eleven most frequently used languages which states: *“You may have the right to a court-appointed interpreter in a court case. Please ask someone at the court information desk.”* The Crow Wing County District Court displays this sign at the following location: at the public service counter in Court Administration.

Second, court personnel and judges may determine that an interpreter is appropriate for a court hearing. Many people who need an interpreter will not request one because they do not realize

that interpreters are available, or because they do not recognize the level of English proficiency or communication skills needed to understand the court proceeding. Therefore, when it appears that an individual has any difficulty communicating, the court administrator or judge should err on the side of providing an interpreter to ensure full access to the courts.

Third, the Minnesota Court Information System (MNCIS), which is the statewide case management system, will track interpreter needs through case records and party records. Case record interpreter flags will assist staff in making sure that they know an interpreter is needed for the next hearing on a particular case. Party record interpreter information stays with the party and would be available statewide for future filings and party search results for that same individual.

Finally, outside agencies such as probation, attorneys, social workers or correctional facilities may notify the court about an LEP individual's need for an interpreter for an upcoming a court hearing.

2. Court Interpreter Qualifications

The Crow Wing County District Court hires interpreters for courtroom hearings in compliance with the rules and policies set forth by the Minnesota Court Interpreter Program (CIP) and Rule 8 of the General Rules of Practice for the District Courts. The CIP maintains a statewide roster of interpreters who may work in the courts. This roster is available to court staff on CourtNet and the Supreme Court's web site. Interpreters on the roster have passed the court's ethics exam, attended an orientation session and signed a sworn affidavit of professional responsibility. In accordance with Rule 8, the Crow Wing County District Court appoints "certified" interpreters when available. To be certified, an interpreter must first meet the requirements to be on the roster, and secondly must pass a rigorous exam testing linguistic and interpreting skills. Minnesota court certified interpreters are currently available in the following languages: Spanish, Hmong, American Sign Language, Vietnamese, and Russian. When the Crow Wing County District Court has made a "diligent" effort to find a certified court interpreter and none is available, the Crow Wing County District Court then seeks a non-certified court interpreter who is on the statewide roster.

In compliance with Rule 8, the Crow Wing County District Court appoints non-certified interpreters who are not listed on the roster only when certified and rostered interpreters are unavailable. Whenever a non-certified interpreter is used in the courtroom, judges are encouraged to inquire into the interpreter's skills, professional experience, and potential conflicts of interest.

As a last resort, the Crow Wing County District Court may also use interactive television (ITV) or telephone interpreting if no interpreters are available in person. Bilingual staff who are not on the statewide roster are never used to interpret in court. However, they may assist in securing an interpreter if necessary.

More information on court interpreters is available to court personnel in the “Best Practices Manual on Interpreters in the Minnesota State Court System,” published and maintained by the State Court Administrator’s Office.

B. Spoken Language Services Outside The Courtroom

The Crow Wing County District Court is also responsible for taking reasonable steps to ensure that LEP individuals have meaningful access to services outside the courtroom. This is perhaps the most challenging situation facing court staff, because in most situations they are charged with assisting LEP individuals without an interpreter. LEP individuals may come in contact with court personnel via the phone, counter or other means. To that end, the Crow Wing County District Court has the following resources to help LEP individuals and court staff communicate with each other: an “I speak poster in Spanish, Somali, Vietnamese, Russian, Lao, Hmong, Khmer and Arabic”.

C. Translated Forms & Documents

The Minnesota Courts understand the importance of translating forms and documents so that LEP individuals have greater access to the courts’ services. The Crow Wing County District Court currently has the following forms translated into commonly used languages:

- Criminal Court Forms have been translated into Cambodian, Hmong, Lao, Russian, Somali, Spanish and Vietnamese. These forms include Rule 15 Plea Petitions (Felony and Gross Misdemeanor); Felony, Gross Misdemeanor, Misdemeanor, and Petty Misdemeanor Statements of Rights; Gross Misdemeanor DUI Statement of Rights; Probation Violation Statement of Rights
- Statement of Rights for First Court Appearance on Paternity Proceedings: Cambodian, Hmong, Lao, Russian, Somali and Spanish
- Domestic Abuse forms have been translated into Spanish, Somali, Hmong, Vietnamese, Russian, Lao, Arabic, Oromo and Khmer. These include: Instructions to Apply for an Order for Protection; Petitioner’s Affidavit and Petition for Order for Protection; Notice to Petitioner; Petitioner’s Information Sheet; Law Enforcement Information Sheet; Domestic Abuse Instruction Sheet; Respondent’s Petition for Hearing; Affidavit and Motion to Modify Order for Protection; and Application for Extension of Order for Protection; Notice of Change of Address.

These translated forms are available on CourtNet for internal use, and available to the general public at: <http://www.courts.state.mn.us/forms/Default.aspx?pageID=9007&activeLink=138>

When interpreters are hired for hearings, they are expected to provide sight translations for corresponding documentation to LEP individuals.

IV. TRAINING

The Minnesota Courts are committed to providing LEP training opportunities for all staff members who come in contact with LEP individuals. Training opportunities specifically provided in the Crow Wing County District Court include: new staff are trained on the LEP plan as part of their orientation. When staff become aware of an interpreter need they immediately inform their supervisor or department head so that interpreter services can be arranged with as little inconvenience as possible for the client related to rescheduling.

V. PUBLIC NOTIFICATION AND EVALUATION OF LEP PLAN

A. LEP Plan Approval & Notification

The Crow Wing County District Court's LEP Plan has been approved by the District Administrator, and a copy has been forwarded to the State Court Administrator's Office (SCAO). Any revisions to the plan will be submitted to the District Administrator for approval, and then forwarded to the SCAO. Copies of Crow Wing County District Court's LEP plan will be provided upon request. In addition, Crow Wing County District Court will post this Plan on its website, and the SCAO will post it on the Supreme Court's public website.

B. Annual Evaluation of the LEP Plan

The Crow Wing County District Court will conduct an annual needs assessment to determine whether changes to the LEP plan are required. This assessment may be done by tracking the number of interpreters requested by language in the courts, or by other methods.

Any revisions made to the Plan will be communicated to all court personnel, and an updated version of the plan will be posted on the court's web site. Additionally, it will be posted on the Supreme Court's public website.

Each year the statewide Court Interpreter Program Coordinator will coordinate with the judicial district interpreter liaisons to review the effectiveness of the LEP Plan. The evaluation will include identification of any problem areas and development of required corrective action strategies. Elements of the evaluation will include:

- Number of LEP persons requesting court interpreters in Minnesota Courts;
- Assessment of current language needs to determine if additional services or translated materials should be provided;
- Assessing whether staff members adequately understand LEP policies and procedures and how to carry them out; and
- Gathering feedback from LEP communities around the state.

LEP Contact Person

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The effective date of this LEP plan is January 1, 2008.

Attachment A – “I speak” cards

<p>Tôi cần thông dịch viên tiếng Việt.</p> <p>I need a Vietnamese interpreter.</p>	<p>Мне нужен русский переводчик.</p> <p>I need a Russian interpreter.</p>
<p>Necesito servicios de intérprete en español.</p> <p>I need a Spanish interpreter.</p>	<p>ខ្ញុំត្រូវការអ្នកបកប្រែភាសាខ្មែរ</p> <p>I need a Khmer interpreter.</p>
<p>انا احتاج مترجم عربي</p> <p>I need an Arabic interpreter</p>	<p>ຂ້າພະເຈົ້າ ຕ້ອງການ ລ້ານແປພາສາລາວ</p> <p>I need a Lao interpreter</p>
<p>Kuv xav tau ib tug Hmoob pab txhais lus rau kuv.</p> <p>I need a Hmong interpreter</p>	<p>Waxaan u baahnahay turjubaan Somali ah.</p> <p>I need a Somali interpreter.</p>

Attachment B -

Translated Court Forms

The following forms are available for use by Minnesota courts:

- **Rule 15 Plea Petition (Felony and Gross Misdemeanor):** Cambodian, Hmong, Lao, Russian, Somali, Spanish and Vietnamese
- **Felony – Gross Misdemeanor Statement of Rights:** Cambodian, Hmong, Lao, Russian, Somali, and Spanish
- **Gross Misdemeanor DUI Statement of Rights:** Cambodian, Hmong, Lao, Russian, Somali, and Spanish
- **Misdemeanor Statement of Rights:** Hmong, Lao, Russian, Somali, and Spanish
- **Petty Misdemeanor Statement of Rights:** Hmong, Lao, Russian, Somali, and Spanish
- **Probation Violation Statement of Rights:** Cambodian, Hmong, Lao, Russian, Somali, and Spanish
- **First Court Appearance on Paternity Proceedings:** Cambodian, Hmong, Lao, Russian, and Spanish